
Danbury
SUPERIOR COURT

Family Short Calendar

Hon. Sandra V. Leheny
9:30 A.M.
Courtroom 1

NOTICE

Court begins at 9:30 a.m. There shall be no formal call of the calendar. Assignments will be posted on the bulletin board in the Clerk's office and outside Courtroom #4.

All contested matters, except motions concerning questions of law shall report to Family Relations. Motions regarding questions of law need not report to Family Relations, however, the moving party must complete a "referral slip" (available from the Clerk or Family Relations). This slip must be submitted to the Clerk in Court.

CALENDAR MARKING SYSTEM

Short Calendar markings will occur from 9:00 a.m. Tuesday until 4:00 p.m. Thursday of the week preceding the Short Calendar. In the event a State holiday falls on the Thursday preceding the calendar, matters will be accepted from 9:00 a.m. Tuesday until 5:00 p.m. Wednesday. If a State holiday falls on a Friday preceding the calendar, markings will be accepted from 9:00 a.m. Tuesday to 11:00 a.m. Thursday. Upon release of the Short Calendar Markings Entry Transaction on the Judicial Branch website, markings may be submitted electronically, generally commencing 7:00 a.m. Tuesday,

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subject to system availability, and closing in accordance with the above schedule.

Counsel and pro se parties may mark a matter either by FAX or by telephone. Counsel and pro se parties who have a FAX machine available are urged to use this method of transmittal. The FAX number is 203-207-8642. A standard FAX form has been adopted and is available on the Judicial Branch website (www.jud.state.ct.us).

In lieu of a FAX marking, you may leave a recorded message at (203) 207-8603.

Regardless of the method of transmittal, counsel and pro se parties are required to provide the following information when making a marking:

1. Column Number and position number on calendar
2. Name and docket number of case
3. Number and title of motion
4. Marking
5. Full Name of the firm or pro se party making the marking
6. Confirmation that all counsel and pro se parties were notified of marking

Counsel and pro se parties shall bring the confirmation of the marking to the short calendar hearing of an arguable matter. This may be in the form of a FAX plus corresponding transmittal confirmation sheet, a Short Calendar Markings Confirmation and Receipt produced upon the successful completion of the electronic Short Calendar Markings Entry transaction or a detailed, signed statement from the person who telephoned the marking to the court.

A FAX plus transmittal confirmation sheet or a Short Calendar Markings Confirmation and Receipt produced upon successful completion of the electronic Short Calendar Markings Entry transaction serve as acknowledgement of delivery. A telephone call to confirm delivery is not required. The unnecessary, duplicative action of calling to verify receipt is burdensome to the Clerks' Offices.

Child support guidelines worksheets are required from each party in all proceedings, either pendente lite or final, for the establishment or modification of a child support award. A limited number of worksheets are available at the clerk's office. The Court requires compliance with Practice Book Rule 25-30. Please file sworn financial statements in accordance with that provision.

Effective March 1, 1990 the Superior Court must issue an immediate order for withholding against the earnings of any obligor to enforce a support order at the time the order is entered, at the time the order is modified or when an obligor is before the court in an enforcement proceeding. The court may, however, issue a contingent withholding if it finds cause not to issue an immediate withholding or if the parties agree.

Before any support is ordered by the court, the obligor must sign an "Advisement of Rights" form. This form is available from the clerk's office.

All agreements in pendente lite matters must be in writing but need not be signed by the parties. This requirement is for the benefit of the clerk of court.

PARENTING EDUCATION PROGRAMS—§ 46b-69b. The court must order any person in certain types of family cases, except restraining orders, in which a minor child is involved to attend a Parenting Education Program. A form will be completed by the courtroom clerk and will be mailed to counsel of record and pro se parties along with a brochure and a list of service providers.

New federal requirements regarding wage withholding for child support in Non-IV-D family cases are now in effect. Information and forms are available at all Judicial District Clerks' Offices.

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